



Bob E. Filer* says, "I want to file your documents!"

CM/ECF Project Team

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www.oknd.uscourts.gov

***Bob E. Filer is the Official
2003-2004 Computer Spokes-
model for CM/ECF**

THE BACK NINE

**YOUR CM/ECF RESOURCE FOR
THE NORTHERN DISTRICT OF OKLAHOMA**



Message from the CM/ECF Project Team

The Court decided last spring to delay the start of CM/ECF because an improved version would soon be available from Washington D.C. After receiving the new version and testing it, we decided that with some extra time and effort, the system could be enhanced to meet the specific needs of this Court.

The Northern District has spent the past few months adapting the standard version of CM/ECF into a powerful and customized system that offers clear and relevant choices for attorneys practicing here, along with detailed, step-by-step instructions that we personally created for every document you can e-file through CM/ECF.

Our philosophy regarding CM/ECF is that it's better to introduce a new filing method with most of the changes and improvements already in place, rather than jump in early and continually reinvent the process. Our goal is to make the adjustment process as smooth as possible for everyone who will be involved in this new e-filing adventure.

We are dedicating this issue of the newsletter to giving you an overview of some important dates and happenings related to CM/ECF over the next four months. CM/ECF becomes available to YOU for electronic filing with this court on **February 1, 2005**.

Important Dates to Remember

December 2004 – CM/ECF Training begins.

January 2005 – The Court starts using CM/ECF. See our article on "What Will Change After CM/ECF" to find out what this means for you.

February 2005 – E-filing becomes available in the Northern District for all eligible filers.

What Will Change After CM/ECF?

Fax Noticing Ends/Email Noticing Begins: On January 3, our fax noticing service will be replaced by email noticing. Attorneys who currently receive filing notices by fax must complete a CM/ECF registration form (available December 1) in order to receive notices by email. Anyone who does not have an email address and has not registered will receive paper notices via regular mail.

RACER Disappears: RACER will be retired January 3. This means that after the conversion to CM/ECF, only PACER can be used to view docket sheets. **Please note**, some links to documents from the docket sheet will be temporarily unavailable during the first few weeks in January and you will need to come to the courthouse to view documents in their paper form. The Court has over 240,000 images (documents) to convert to the new system, and it will take the first few weeks of January to complete the conversion process.

Attorneys Can Start Filing Electronically: February 1, attorneys will be able to e-file their own documents. The court will offer training. (See the Training Details article.) We recommend attending the training session and starting to e-file as soon as it becomes available, as e-filing will become mandatory in this district later in the year.

Training Details

Who needs to attend?

Anyone filing documents in the Northern District of Oklahoma should attend one of our Court-led CM/ECF Training Sessions. Classes will include instructions on how to e-file, as well as discussions of legal issues, including electronic signatures, noticing, retention of original documents, and system requirements. Plus, we'll explain further the great impact of CM/ECF on the process of filing documents with this Court.

When are the training classes?

Training begins December 1. All classes are offered during the workday and each session lasts 1½ hours. Currently, the Court has 5 training sessions scheduled for December and 15 sessions for January. The Court will add extra sessions as needed.

How do I sign up for a class?

Starting November 1, go to our website at www.oknd.uscourts.gov to access a training calendar that lists dates and times for available sessions. Click on the desired session to sign up.

Bob E. Filer's Top 9 List

**Reasons for
attending our
CM/ECF
Training course**

9. It's the wave of the future!
8. You could be the first E-filer in the Northern District.
7. You won't be required to take a final exam.
6. All your friends will be there.
5. You might win one of many special prizes.
4. You can make your mistakes in training—when it doesn't count.
3. You'll be prepared on February 1.
2. It's cheaper than law school.
1. Opposing counsel has already signed up.